

VISITOR'S GUIDELINES

WELCOME STATEMENT

The Department of Corrections welcomes you to Washington State Penitentiary. We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant. The number of visitors allowed at one time may vary from one facility to another. Please read these guidelines carefully so you may have an enjoyable visit.

WHO CAN VISIT

Visitors must have submitted a visitor's application and be approved before visiting. Each offender may have up to 7 approved visitors per visit. NOTE: The offender may not be available for a visit. You may avoid making an unnecessary trip or being turned away by pre-arranging visits with the offender.

Visitor Reminder: If you wish to be removed from an approved visitor list, please submit a written request for removal to Public Access, Washington State Penitentiary, 1313 N. 13th Ave., Walla Walla, WA 99362 or e-mail robert.beal@doc.wa.gov.

Children under the age of 18 may visit with a parent/guardian or an approved escort only.

WHEN YOU CAN VISIT

Offenders may request arrangements for special situations, such as friends or family traveling from extended distances.

If you leave during any visit period, you may be allowed to return during the next authorized visit period.

Visiting may be interrupted or cancelled due to facility needs. You may avoid making unnecessary trips or being turned away by going online or signing up to receive visit updates via Twitter at <http://twitter.com/@wadocvisits>. This page contains basic information including where to go to view facility guidelines. You can also get information by calling 509.526.3610 x5031.

East Complex (Unit 6, Unit 8, and Unit 10): Visiting days/hours are Friday through Monday, 10:30 a.m. to 6:45 p.m. Unit visit days rotate. You may view a copy of the East Complex visiting schedule at <http://www.doc.wa.gov/facilities/prison/wsp/docs/VisitingCalenderEC.pdf> . Processing times are:

In Processing	Out Processing
10:30 a.m. to 11:15 a.m.	On the hour
3:45 p.m. to 4:30 p.m.	On the hour

NOTE: Due to facility structure, if you have made arrangements to pick up property belonging to an offender, please check with a visit room officer.

West and South Complex: Visiting days/hours are 7 days a week, 10:15 a.m. to 5:30 p.m. Units do not visit every day. You may view a copy of the West Complex visiting schedule at

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<http://www.doc.wa.gov/facilities/prison/wsp/docs/VisitingCalenderWCSC.pdf> Processing times are:

In Processing

10:15 a.m. to 11:00 a.m.
12:30 a.m. to 1:00 p.m.
3:45 p.m. to 4:30 p.m.

Out Processing

12:00 p.m.
1:00 p.m.
2:15 p.m.
3:15 p.m.
5:30 p.m. – End of visiting

NOTE: If you have made arrangements to pick up property belonging to an offender, please check with the West Complex Public Access Sergeant.

No Contact Visits for Intensive Management Unit (IMU): Visits in IMU are No Contact.

Visits are allowed based on program level, as follows:

- Level 1 (Isolation) - No visits
- Level 2 - One, 1 hour visit per week with immediate family only
- Level 3 - One, 2 hour visit per week with immediate family only
- Level 4 - One, 3 hour visit per week with immediate family only
- Level 5 - Two, 2 hour visits per week with immediate family and/or other visitors on the offender's approved visitor list. Superintendent approval is required for non-immediate family, and the unit Counselor must establish that the offender had a relationship with the visitor prior to the current offense.

Depending upon the offender's IMU program level, he may be required to remain in restraints for the duration of the visit.

Visits are scheduled on space availability on a first-come, first-served basis and will occur in IMU. No more than 2 people may visit an offender at a time unless previously approved by the Superintendent for Motivating Offender Change (MOC) activities.

Visits must be scheduled at least 24 hours in advance by calling a visit room officer at (509) 525-3610 extension 5058 or 5031, Friday - Monday between the hours of 9:00 a.m. and 6:30 p.m.

All scheduled appointments are tentative and may be cancelled due to an offender's negative behavior prior to the announced visit. On the day of the visit, visitors should call the facility one hour in advance to confirm the visit.

When visiting Segregation or IMU, visitors are not permitted to bring money or a smart card.

A visitor or an offender may end the visit at any time. The offender will be returned to his cell at the end of the visit.

Typically, visits for these units are 1-2 hours in duration. You may only enter the facility at the processing time (12:30 p.m. to 1:00 p.m.).

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Contact Visits for IMU Level 5: In addition to the allowed No Contact visits, ISDP offenders assigned to IMU Level 5 may be allowed contact visits with approved immediate family members. These visits may occur 3 times per calendar year, but only one time in each 4 month period. Contact visits are limited to 3 visitors.

Visits are scheduled on space availability on a first-come, first-served basis and will be scheduled on BAR visiting days as outlined in the West Complex section.

Visits must be scheduled at least 24 hours in advance by calling a visit room officer at (509) 525-3610 extension 5058 or 5031 Friday - Monday between the hours of 9:00 a.m. and 6:30 p.m.

All scheduled appointments are tentative and may be cancelled due to an offender's negative behavior prior to the announced visit. On the day of the visit, visitors should call the facility one hour in advance to confirm the visit.

Visitors may purchase a vending machine debit card and access vending machines during the visit.

A visitor or an offender may end the visit at any time. The offender will be returned to his cell at the end of the visit. The visit will not be resumed.

You may enter the facility at any West Complex in-processing time. However, visitors will be processed in at one time.

HOW YOU GET THERE

Facility Information

- From the Westside of the state: Take I-5 to I-90. Take I-90 East toward Spokane. Go over Snoqualmie Pass to Ellensburg. From Ellensburg, take I-82 South to Richland.
- From Richland: Take I-182 East to Pasco (also posted as Highway 12). Continue on Highway 12 all the way to Walla Walla. Take the Myra Road exit and circle the roundabout to Pine Street. Continue on Pine St. to 13th Avenue North.
- From East of Walla Walla: Take Highway 12 West to the 2nd Street exit. Turn right on 2nd Street then right onto West Pine Street. Go approximately ½ mile and then turn right onto 13th Avenue North.
- From South of Walla Walla: Take Oregon Highway 11 into Washington (becomes WA 125 North). Continue on for approximately 6 miles. Turn left onto West Pine Street. Go approximately ½ mile and turn right onto 13th Avenue North.
- From 13th Avenue North:
 - If visiting in the East Complex, turn left into the entrance of the lower parking lot of the Washington State Penitentiary.

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- If visiting in the West Complex or IMU, turn left into the West Complex visitor parking lot.
- If you need additional directions or assistance please call: (509) 525-3610 extension 6131 for the East Complex or extension 5058 or 5031 for the West Complex/IMU.
- Vehicles/Parking - see attached parking lot map. Park your vehicle in the section marked "visitor parking".
- Persons with Disabilities - Physically challenged visitors who are visiting the East Complex must check in with the Gate House Officer for parking clearance and directions.

WHAT TO DO WHEN YOU ARRIVE

Vehicles/Parking - see attached parking lot map

The speed limit on facility grounds is 15 mph. Thank you for not speeding.

Vehicles must be secured. The Department will not be liable for lost or stolen property.

Persons not visiting may not wait in vehicles or on facility grounds.

Pets are not permitted to wait in vehicles or on facility grounds.

Visitor Check-In

Visitors are welcome to arrive 15 minutes before visits. Please check in at the visitor entrance.

Please inform visit employees in advance if you intend to share difficult news during your visit. Visit personnel will attempt to make a suitable seating arrangement for the visit.

Identification

If you are 18 years of age and older, you must present current photo identification (e.g., driver's license or state ID card, passport, military or government identification, tribal identification, alien registration). Other forms of identification may be authorized by the Superintendent/designee. Expired or non-photo identification will not be accepted unless the Superintendent/designee approves in exceptional situations (e.g., the identification is recently expired, and the visitor is known to visit personnel).

Searches

Visitors will be required to sign a search permission form before visiting. Pat, vehicle, personal property, and/or canine searches may be conducted. Please read [DOC 420.340 Searching and Detaining Facility Visitors](#) before your first visit.

You may bring the following items in a clear plastic coin purse or plastic bag:

- Money is not allowed inside the visiting areas at the Washington State Penitentiary. Each visitor will be allowed a vending machine debit card. Debit card limits are established by the facility based on vendor resources. For Washington State Penitentiary, the debit card

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limit is \$40.00. A \$5.00 bill is required for initial purchase of the vending machine debit card. This purchase will result in a \$3.00 credit on the card. **The card is only good at WSP. Once the card is purchased, it becomes the property of the visitor. Neither the state nor Swire Classic Vending will give a refund should the card be lost, stolen, or the offender is transferred.** It is recommended that the purchaser write his/her name on the card immediately after purchase. In the event a machine does not vend the selected product, proper refunds will be made by contacting the vendor.

- Keys – Drivers may keep one manual car key on a single ring key chain. The keys will be secured in a locker provided by WSP.
- Identification – You may be allowed to have one form of identification with you in the visiting area.
- Medical - You are allowed medications or medical equipment that is needed during the visiting period, if you provide proof of prescription of medically authorized need. Prescription medication must be in the original container and only in the limited amount needed during the visit. The original container must list your name and the names of the medication, pharmacy, and prescribing physician. Medications will be stored in the locker. The visitor will contact a visiting room officer to access the medication. If you cannot clear screening due to a medical device/condition, additional search will be required.
- Small comb or brush.
- Two pair of eyeglasses, including one pair of reading glasses, or non-reflective sunglasses for facilities allowing outside visits.

Items for Infants (birth-18 months) and Toddlers (18-36 months)

Infant and toddler items must be stored in a clear plastic bag or container. The following items are allowed:

- Two clear empty plastic bottles that can be filled with water, juice, milk, or formula.
- One plastic Tupperware type child's cup with lid.
- Two unopened plastic containers of baby/snack food in their original packaging with one plastic baby spoon.
- Two bibs.
- Two pacifiers or teething objects.
- One non-quilted child's blanket.
- One change of baby clothing.
- One disposable diaper per hour of visit.

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- Baby wipes that have been transferred to a zip lock plastic bag before the visit.

Service Animals

Service animals must meet the requirements of the Americans with Disabilities Act. The animal's owner/escort is responsible for the animal, including:

- Service animals may not interact with offenders or other visitors.
- Cleanup of waste and disposal in the following area(s): Visiting Room employees will direct visitors to the appropriate area.
- Ensuring the animal remains under their control at all times.
- The animal is on a leash at all times.

OVERCROWDING IN THE VISIT ROOM

When the visit room reaches maximum capacity, the following practice will be implemented to allow as many visitors as possible the opportunity to visit:

- Visit personnel will maintain a log of visitors entering the visit room and the time that they arrive.
- After you have been in the visit room for 3 hours, you may be instructed to leave the visit room to allow another visitor(s) to enter. Visit personnel will ask for volunteers before ending any visits.
 - In limited circumstances, an offender and his/her visitor(s) may not have their visit ended (e.g., visitors who have traveled over 300 miles, rely on specialized public transportation, etc.).
- If an offender has already had a visitor(s), additional visits may not be allowed for that day.

When the visit room drops below maximum capacity, these limitations will be suspended.

CLOTHING STANDARDS

Dress standards are necessary to ensure the safety and security of visitors and offenders and to promote a positive environment. You should wear clothing that is conservative in nature in order to maintain a respectful visiting environment and ensure processing time is kept to a minimum. The Visiting Sergeant/designee will make the final determination regarding the appropriateness of any clothing, footwear, or accessories.

You must wear appropriate clothing. To ensure the safety of all individuals if an emergency arises, clothing that resembles state issued offender clothing (e.g., red shirts, khaki pants, gray sweatpants and sweatshirts) or Department uniforms is not allowed.

The following guidelines apply to visitors 8 years of age and older:

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- Clothing should be free of reference to obscenity, alcohol, drugs, gang references, violence, or sex in any form.
- Buttons or closures should be fastened to the degree necessary to provide proper coverage.
- All clothing must be clean and in good repair, free of holes, rips, or tears. A rip that does not show skin is acceptable.
- Undergarments must be worn, to include bras and panties for females, and briefs or boxers for males. Underwire bras are permitted, but may require additional search.
- Clothing will not reveal breasts or expose undergarments, cleavage, stomach/midriff, or bare chest or back, including when arms are raised.
- Camouflage, bibbed attire, and pants with multiple side pockets may not be worn. While camisoles or light layering of T-shirts/sweaters is allowed, excessive layering that could conceal contraband are not allowed.
- Outer garment shirts must have sleeves.
- Sweaters, blazers, and sweatshirts are permitted.
- Hooded clothing is not allowed.
- Shorts must not fall more than 3 inches above the middle of the kneecap when standing. This standard also applies to women's dresses, skirts, capris, skorts, and slits in clothing.
- You may be prohibited from bringing hooded or heavy, parka style coats into the visit room. The placement of these items will be placed on the provided clothing rack.
- Shoes, sandals, flip flops, and boots must be in good repair, free of holes, rips, or tears. Quilted, fur lined, or steel toed footwear is not allowed. High heels must be no more than 3 inches high from the heel of the visitor's foot to the ground.
- Accessories
 - The following items are permitted:
 - No more than 3 rings.
 - One necklace.
 - One bracelet.
 - One watch. Watches that contain other devices (e.g., cell phones, calculators, flash drives, etc.) are not allowed.
 - Metal jewelry or accessories will need to pass the electronic detector and/or be searchable by hand, which may increase your processing time. Jewelry that hides other items (e.g., broaches, locketts, pins) or jewelry that looks like a key is not allowed.

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- Scarves, neck ties, hats, and gloves are not allowed.
- Belts are allowed, except money belts and belts with compartments or removable parts.
- Religious and medically necessary head coverings are allowed, but are subject to search. Searches will be conducted in a private area by a person of the same gender.

Children must wear clothing that will not reveal underwear when they crawl, spin, etc. Shorts under dresses may be appropriate.

CONDUCT DURING VISITS

The Department intends to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all participants is encouraged. Please be respectful, courteous, and follow all instructions given by facility employees. The following visit room guidelines will help to ensure that visits are a pleasant experience for all participants.

The following is not allowed:

- Any criminal activity
- Weapons or objects that present danger of any kind
- Visitors that have consumed alcohol and/or any illegal substance
- Contraband not allowed on:
 - The premises, including alcohol, tobacco, and illegal drugs, or
 - Your person, including gum
- Any disturbance or the creation of emergency situations within the facility
- Any conduct/behavior that threatens the health and safety of any visitor, offender, or others

General Guidelines:

- A brief hug and kiss (i.e., 4-5 seconds in length) are permitted at the beginning and conclusion of visits. During the visit, the only physical contact allowed between offenders and adult visitors is holding hands with hands in plain view. As visiting areas are family friendly environments, caressing of any kind will not be allowed.
 - In addition to brief, appropriate contact at the beginning and conclusion of each visit, an offender may have physical contact with his/her minor visitor(s) 8 years of age and under in a manner that respects the child's feelings and physical boundaries.
 - The child may sit on the offender's lap.
 - The offender may show affection toward the child (i.e., hugs or kisses).
 - Visit personnel will monitor the child for signs of disengagement (e.g., pulling away, crying, screaming, etc.) and will, if appropriate, instruct the offender to discontinue the physical contact or return the child to the guardian/escort.
 - The Superintendent/designee may establish additional requirements for an individual offender/visitor.

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- Visitors that cause significant concern during their visit may be suspended from visiting privileges.
- Visits may become emotional at times. If visit personnel observe this, they may check in with you.
- Conversations should remain quiet, without harsh language or swearing, encouraging pleasant and caring family interaction. Please avoid loud, excessively emotional, or disruptive behavior.
- Visit areas are provided for all visitors. Please use furnishings for their intended use.
- Because time is limited, the focus and interaction must remain between the offender and his/her own visitors and family. Conversations with other offenders and/or their visitors are not allowed with the exception of very brief (i.e., one or two word) courteous statements (e.g., hello, please, thank you, etc.).
- During visitation, money or vending machine debit cards may be used for vending machine purchases by visitors. Once opened, purchased food items must be removed from their packaging and placed on a plate or napkin. Any unopened items may be taken home by the visitor. Visitors will take all unspent money and vending machine debit cards with them when they leave.
- If restrooms are located outside the visit room, visitors may be subject to additional search.
- Please put away all items used during visits (e.g., games, toys, books).
- Please throw trash and recyclables in provided containers at the end of your visit.

General Supervision of Children:

- Children must be under direct supervision and within sight of the visiting parent or guardian/escort at all times. Children should remain at the table or in authorized play or break areas at all times. Roughhousing and horseplay will be stopped immediately by the visiting minor's escort.
- The offender may supervise a child(ren) while the adult visitor uses the restroom or the vending machine, provided there is no restriction prohibiting the offender from being alone with the child(ren).
- For health and safety purposes, children under age 5 must have an adult escort them when they use the restroom. While an adult visitor escorts the child to the restroom, the offender may supervise remaining children, provided there is no restriction prohibiting the offender from being alone with the child(ren).
- Verbal corrections and time-outs are the only allowable forms of discipline during visits. Department employees are required by law to report suspected child abuse and neglect.

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- Showing affection, holding, and playing with visiting children promote positive family interaction. Please remember to be considerate of other visitors and your public surroundings.
- Grooming of children's hair may be done during visits, unless visits occur in a dining hall.
- When changing children's soiled garments, please use the provided changing areas.

Suggestion/Comment forms are available in the visit room and online at
<http://www.doc.wa.gov/family/visits.asp>.